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Class Specifications
for the Class:

FOREIGN TRADE ZONE OPERATIONS SUPERVISOR II

Duties Summary:

Plans, organizes, directs and coordinates all physical operations within the Zone and sub-Zones; advises users and potential users on requirements, and benefits to be derived from Zone operations; participates in long-range planning and analyses of program accomplishments; and performs other duties as required.

Distinguishing Characteristics:

This class reflects responsibility for all physical operations within the zone and sub-Zones involving the receipt, storage, manipulation, manufacturing, exhibition and release of merchandise in accordance with Foreign Trade Zone, U.S. Customs and Internal Revenue Service regulations and procedures. Included are responsibility for security, safety, customer services, adherence to requirements governing the movement and manipulation of merchandise and repair and maintenance of the facility and grounds. Considerable personal contact is maintained with Zone users and potential users, customs personnel, harbors personnel, custom brokers, shipping agents, stevedore representatives, and others.

The work is performed under the general direction of the manager of the Zone.

Examples of Duties:

Advises users on rules, regulations and procedures, and oversees users' operations; assures proper documentation, maintains control of commodity movements, conducts regular and random inventory inspections, and monitors the manipulation and manufacture of goods and materials; analyzes reports of merchandise for admittance, determines storage requirements and placement, authorizes assignment of space, and directs the maintenance of controls on all merchandise entering and leaving the Zone; determines traffic flow; inspects damages to cargo and property, and reports such damages; insures safe operations

including the proper handling, accountability and maintenance of storage and mechanical equipment, and compliance with U.S. Coast Guard, Harbor's Division and the fire code; oversees daily security, reports security alarm malfunctions, and arranges for customs and Zone staffing for work after regular hours; coordinates with the Harbor Master and ship agents on matters affecting space allocation, berthing needs and demurrage charges; recommends procedural and operational changes, and organization and staffing requirements; participates in long-range planning, formulation of policies, procedures and budgets, and the analysis of program accomplishments; prepares draft purchase specifications for all warehouse equipment; and for repair and maintenance contracts as needed and approves repair/maintenance expenditures; interviews and hires warehousing and stores personnel, prepares work schedules, and reviews workload and accomplishments; directs the work of security personnel; inspects the premises and directs the repair and maintenance of the building and surrounding grounds.

Knowledge and Abilities Required:

Knowledge of: Foreign Trade Zone rules, regulations and operational procedures; the concept underlying establishment of a Foreign Trade Zone; warehouse operations involving the coordination of the receipt, storage, security, manipulation and release of merchandise; Federal tariff laws; principles and practices of supervision.

Ability to: Plan, organize, direct and coordinate all physical operations in a Foreign Trade Zone and sub-Zones; explain and apply Federal tariff laws and Foreign Trade Zone regulations; deal effectively with others; develop and improve work procedures and methods.

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This is an amendment to the specification for the class FOREIGN TRADE ZONE OPERATIONS SUPERVISOR II which was approved on July 13, 1972.

Date Approved: 10/2/81

Donald Botelho
DONALD BOTELHO
Director of Personnel Service